



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards, OntheSpot Awards and TimeOff Awards.
4. Attach the completed form to the electronic Request for Award. ****For Use with FPPS Only – Do Not Send Hardcopy to SPO****
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Cheryl A. Butler
Position Title: BUILDING MANAGER
Organization: OMS-OA-FMSD-HOB

Employee Id: **(b) (6)**
PP-Series-Grade: 12

Type of Award: ☐ On-the-Spot Award ☐ Group Cash Award
☒ Individual Cash Award ☐ Group Time Off Award
☐ Time Off Award

Total Amount of Award (\$): 800 AND/OR Total Number of Hours: 0

Type of Benefits on which the award is based (Cash awards only):

☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit: ☒ Moderate ☐ Substantial ☐ High ☐ Exceptional
Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☒ General

Narrative Justification for Award:

This award nomination is in recognition of Cheryl Butler for her assistance in helping the IOAA Chief of Staff with any facilities-related issues. She has gone above and beyond to handle all facility requests, which required immediate attention in the Immediate office. As we faced absences of personnel to assist with facility tasks due to Covid-19, she has gone out of her way to ensure that IOAA's needs and requests are complete. Cheryl works with the IOAA Dprov coordinator, ensuring all requests involving space needs are addressed promptly. Tasks often involved requesting office keys, preparing nameplates, moving boxes, or having an office cleaned in a two-day turnaround. Even in her new role as the RRB Building Manager, she always makes sure that ORD HQ receives the latest facility-related information. Her organizational skills,